

**KO TAKU REO**  
**Deaf Education New Zealand**

**Job Description / Performance Agreement**

**NAME:**

**POSITION:** Digital Librarian

**TENURE:** Part-time, Permanent

**RESPONSIBLE TO:** Information Management Lead

**DIMENSIONS OF RESPONSIBILITY:** Library Development, Planning and Administration  
Professional Conduct  
Professional Relationships and Values

**DESCRIPTION:**

The Digital Librarian ensures the growth of digital library resources and use of digital and physical library services in order to meet stakeholder needs. The role includes driving and developing resources that support the growth of student literacy and research skills as well as administering the day to day activities that ensure effective access and use of the specialist library service. The role requires fostering of professional relationships and commitment to professional values including building professional knowledge and skills. The Digital Librarian leads themselves professionally, in alignment with the strategic direction and in a manner that ultimately improves learning for all ākonga.

**SIGNED** \_\_\_\_\_  
Digital Librarian

**DATE** \_\_\_\_\_

**SIGNED** \_\_\_\_\_  
Director of Communications and Resources

**DATE** \_\_\_\_\_

## DIMENSIONS OF RESPONSIBILITY

### Dimension One – Library Development, Planning and Administration

The Digital Librarian is proactive in ensuring the growth and development of digital library resources and use of digital and physical library services in order to meet student and stakeholder needs.

Criteria	Key Tasks/Indicators
<p>The library collection is well maintained and managed, with a focus on the development of both digital and physical library collections.</p>	<ul style="list-style-type: none"> <li>• Identifies gaps in the collection to focus future purchases, and coordinates purchase requests.</li> <li>• Researches new items for potential purchase, visits with reps, and purchases new items.</li> <li>• Keeps track of spending in line with the budget, receives books and manages invoices and payments.</li> <li>• Adds items to the catalogue through using international Standards, Dewey Classification etc.</li> <li>• Maintains Regional Collections through cataloguing and stocktake.</li> <li>• Performs a yearly stocktake and the weeding of collections.</li> </ul>
<p>The development and planning of the library service is in collaboration with Senior staff and informed by current best practice to ensure it meets student needs.</p>	<ul style="list-style-type: none"> <li>• Develops, reviews and maintains the library’s guiding documents, in collaboration with senior staff.</li> <li>• Develops and maintains a digital and physical Collection Management Plan to increase the digital offering.</li> <li>• Prepares and presents reports in line with school policy.</li> <li>• Ensures library expenditure is appropriately managed, and prepares annual budgets for library resources and capital expenditure, in accordance with school policy and practice.</li> <li>• Maintains up-to-date library procedure documents.</li> <li>• Collaborates with teaching and literacy staff to ensure that the library resources meet student needs.</li> </ul>

	<ul style="list-style-type: none"> <li>• Keeps current on latest library developments (e.g. new cataloguing rules).</li> <li>• Liaises with external agencies, including SLANZA, LIANZA, the National Library of New Zealand and other relevant agencies to develop library services.</li> </ul>
<p>Staff and students have access to all relevant library resources and materials, and are engaged in library news, updates and changes.</p>	<ul style="list-style-type: none"> <li>• Drives the development of library eLearning resources including literacy and research, that grows student independence, knowledge and skills.</li> <li>• Ensures library news and updates are available on KELVAN.</li> <li>• Promotes and displays new items on digital platforms including KELVAN, social media platforms and digital signage.</li> <li>• Promotes services to Deaf students in provisions and mainstream schools.</li> <li>• Provides training to staff that supports and promotes digital approaches to accessing information.</li> <li>• Produces and maintains help guides.</li> <li>• Responds to emails and library enquiries.</li> </ul>
<p>Library System Administration is accurate, complete and completed in a timely manner.</p>	<ul style="list-style-type: none"> <li>• Adds new borrowers to the system.</li> <li>• Maintains digital resources.</li> <li>• Maintains licence permissions.</li> <li>• Maintains the Oliver system.</li> <li>• Renews subscriptions to services (SCIS, Sunshine Readers, Web Dewey etc).</li> </ul>
<p>Library Resources are expertly organised, dispatched and maintained.</p>	<ul style="list-style-type: none"> <li>• Issues and Returns Books.</li> <li>• Shelves Items, including ongoing tidying and ordering of books and materials.</li> <li>• Selects and posts out items</li> <li>• Collects reservations off shelves and delivers to onsite staff and/or posts out.</li> </ul>

	<ul style="list-style-type: none"> <li>• Coordinates the National Library, Services to Schools service for the Bilingual Provisions.</li> <li>• Repairs damaged items/replaces missing parts.,</li> <li>• Follows up on overdue items.</li> <li>• Processes items (E.g. Adds spine labels, barcodes, book covering, stamp etc).</li> </ul>
--	--

## Dimension Two – Professional Conduct

The Digital Librarian leads professionally, in alignment with the strategic direction and in a manner that improves learning for all ākonga.

Criteria	Key Tasks/Indicators
Professional conduct is present throughout the organisation, creating a culture that is based on integrity and respect.	<ul style="list-style-type: none"> <li>• Builds trusting relationships through active listening, caring for others, and demonstrating personal integrity.</li> <li>• Conducts themselves with exemplary practice, and is a role model to others.</li> <li>• Manages the delicate balance between supporting and challenging others.</li> <li>• Encourages and participates in professional conversations that help to share expertise and strategies.</li> <li>• Is open and responsive to professional conversations and feedback.</li> </ul>
All departments, teams and individuals within the organisation support the strategic direction to align practice with the best interests of learners, staff and the community.	<ul style="list-style-type: none"> <li>• Supports and models behaviours in a way that articulates, supports and furthers the organisation’s mission, vision and strategic direction.</li> <li>• Works with the Information Management Lead to ensure tasks and deliverables align with the strategic direction of the organisation.</li> <li>• Works collaboratively with colleagues to embed the strategic direction into all areas of the organisation.</li> </ul>

	<ul style="list-style-type: none"> <li>• Assists in reviewing how personal and departmental practice aligns with the mission, vision and strategic direction, suggesting improvements and implementing change.</li> </ul>
<p>Competence in relation to change management is evident throughout the organisation.</p>	<ul style="list-style-type: none"> <li>• Adopts a philosophy that recognises the importance of ongoing innovation and change.</li> <li>• Assists in change implementation that is focussed on a smooth transition to lead to the adoption of new practices.</li> <li>• Contributes within areas of speciality to ensure that change is informed by best practice and communicated effectively.</li> <li>• Understands that change on a large scale invariably needs a team approach to leadership.</li> <li>• Shows ability to competently communicate the rationale for any change.</li> <li>• Monitors the impact of the change and adjusts when needed.</li> </ul>
<p>Critical inquiry is engaged and a proactive approach to problem solving is adopted by all, as they take steps to work through problems to create solutions.</p>	<ul style="list-style-type: none"> <li>• Systematically and critically engages with evidence and professional literature to reflect on and refine practice.</li> <li>• Explicitly checks own assumptions.</li> <li>• Relates the problem to the wider vision and values of the organisation.</li> <li>• Actively seeks the interpretations of others.</li> <li>• Anticipates obstacles and how they could be overcome.</li> <li>• Identifies and reports any risk to appropriate people in a timely manner.</li> </ul>

## Dimension Three – Professional Relationships and Values

The Digital Librarian engages in appropriate professional relationships and demonstrates commitment to professional values.

Criteria	Key Tasks/Indicators
<p>Professional and effective relationships are established at all levels throughout the organisation.</p>	<ul style="list-style-type: none"> <li>• Engages in ethical, respectful, positive and collaborative professional relationships with:               <ul style="list-style-type: none"> <li>• Ākonga</li> <li>• Colleagues, support staff and other professionals</li> <li>• Agencies, external stakeholders, groups and individuals in the community</li> </ul> </li> <li>• Has a team-focused ethic and contributes to the corporate life of the organisation.</li> <li>• Fosters a climate of trust, modelling collegiality by working in partnership with other staff.</li> <li>• Transparently relays relevant information to other staff in a clear and concise manner as needed.</li> <li>• Represents the organisation and participates as a member of internal and external committees and organisations, as appropriate.</li> </ul>
<p>There is commitment to promoting the emotional, mental and physical wellbeing of all persons within Ko Taku Reo Deaf Education New Zealand.</p>	<ul style="list-style-type: none"> <li>• Promotes inclusivity throughout the organisation, ensuring all learners feel they belong.</li> <li>• Takes all reasonable steps to provide and maintain an environment that is physically, socially, culturally and emotionally safe.</li> <li>• Takes all reasonable and practical steps to ensure the health and safety of self and others.</li> <li>• Complies with any reasonable health and safety instruction, policy or procedure and ensure that all hazards, risks and incidents are reported according to protocol.</li> </ul>

	<ul style="list-style-type: none"> <li>• Participates in any required emergency response or exercises to ensure that essential services are able to be maintained.</li> </ul>
<p>There is respect and commitment to all heritages, languages and cultures within Ko Taku Reo Deaf Education New Zealand.</p>	<ul style="list-style-type: none"> <li>• Takes responsibility for growing their own confidence in culturally responsible practice.</li> <li>• Acknowledges and respects the languages, heritages and cultures of all.</li> <li>• Demonstrates commitment to the bicultural partnership in Aotearoa and a commitment to understanding of Te Tiriti o Waitangi.</li> <li>• Develops understanding and use of tikanga and te reo Māori.</li> <li>• Has a good understanding (or is committed to developing an understanding) of Deaf Culture.</li> <li>• Is committed to improving the use of NZSL across the organisation.</li> <li>• Appreciates, respects and affirms others and works effectively with all to create a positive and collaborative culture</li> </ul>
<p>Staff are committed to ongoing learning, engaging in both formal and informal professional learning and development in their professional practice.</p>	<ul style="list-style-type: none"> <li>• Commits to developing personal skills in the use of NZSL.</li> <li>• Engages in the appraisal process for self, ensuring a regular cycle for review, ensuring documentation is complete, self-reflection is engaged, and that there is progress towards and/or achievement of performance indicators.</li> <li>• Identifies professional learning goals in consultation with colleagues and communicates these to the appraiser when establishing performance expectations.</li> <li>• Identifies and initiates learning opportunities to advance personal professional knowledge and skills.</li> <li>• Participates responsibly in professional learning opportunities within the learning community.</li> </ul>
<p>Any additional tasks and/or responsibilities are completed, as requested by the Informational Management Lead or Director of Communications &amp; Resources.</p>	<ul style="list-style-type: none"> <li>• Ensures all tasks are completed efficiently and to a high standard.</li> </ul>

- |  |   |
|--|---|
|  | <ul style="list-style-type: none"><li>• Is professional in their appearance and manner, positively representing themselves and the organisation to ensure positive perceptions from the internal and external community.</li><li>• Performs additional duties in an efficient manner, to the required standard and within a negotiated timeframe.</li></ul> |
|--|---|



## Qualifications

### Essential

- Tertiary qualification in Librarianship / Information Management
- Certificate in cataloguing

## Professional Competencies

### Essential

- Excellent working knowledge of a library management and cataloguing system.
- Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Experience with Microsoft Office 365 productivity apps
- Demonstrated ability to work with colleagues to resolve issues and meet agreed outcomes
- Highly developed interpersonal and relationship skills
- Able to build rapport with and communicate with people from different cultures, backgrounds and ages
- Effectively negotiates mutual expectations and builds rapport in key relationships
- Accuracy and attention to detail
- Confident and outgoing and is enthusiastic and motivated
- Excellent written and spoken English skills/NZSL communication skills
- Excellent analytical skills
- Ability to work well both independently, and collaboratively in a team environment
- Able to see the big picture in order to exercise judgement in problem solving.
- Ability to be innovative, to question the status quo and to adapt to changing circumstances.
- Excellent organisational and time management skills
- Uses initiative, good judgement and creative thinking to problem solve
- Competence in compiling reports and communicating findings

### Desirable

- Knowledge of the New Zealand Education sector
- Experience with, and awareness of, Deaf Culture and the Deaf community
- Proficient in NZSL (or a willingness to learn)

## Personal Attributes

### Essential

- Embodies the organisation's guiding principles of 'Grow, Excel, Choose and Belong'
- Is motivated to develop a world leading service for Deaf and Hard of Hearing learners and whānau
- Demonstrates principles of equity and access in action
- Is innovative and creative
- Is friendly, positive and approachable
- Optimises quality and efficiency in work
- Respects diversity
- Is self-motivated and self-directed, taking personal accountability for work
- Understands personal strengths and limitations
- Demonstrates initiative, energy and vitality